

Running Reports

Click on the **Reports** hyperlink on the blue CM/ECF Main Menu Bar.

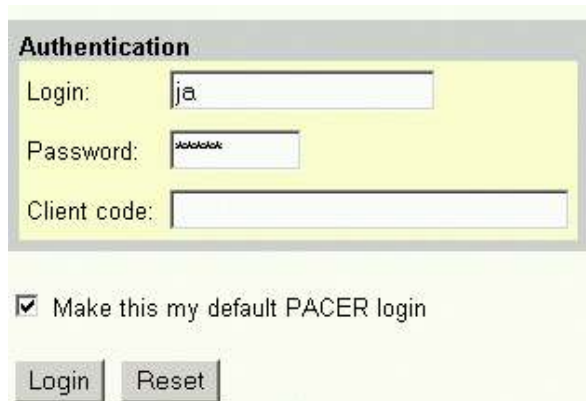


The **Reports** menu will display.

NOTE: Options available to you under the REPORTS menu may vary depending on user privileges assigned by the Court.



After clicking on the desired report hyperlink, the PACER logon screen will appear.

The image shows a 'Authentication' form. It has three input fields: 'Login:' with the text 'ja', 'Password:' with masked characters, and 'Client code:'. Below these fields is a checkbox labeled 'Make this my default PACER login' which is checked. At the bottom are two buttons: 'Login' and 'Reset'.

You will be asked to enter your PACER login and password to view report information if you are not already logged into PACER. Applicable fees will apply. Note that the following screens you see will be very similar in appearance to the CM/ECF screens.

Steps for running a few common report events are outlined below.

Cases Report

- Step 1: Click on Reports hyperlink on CM/ECF Main Menu
- Step 2: Click on Cases Report
- Step 3: Define limiting criteria for report by clicking on drop-down menus
- Step 4: Select sorting method for report by clicking on drop-down menus
- Step 5: Click on the Run Report button

Docket Report

- Step 1: Click on the Reports hyperlink on CM/ECF Main Menu
- Step 2: Click on Docket Report
- Step 3: Enter the case number for the docket report you wish to run
- Step 4: Click on the Run Report button

Claims Registers

- Step 1: Click on the Reports hyperlink on CM/ECF Main Menu
- Step 2: Click on Claims Register
- Step 3: Enter the case number for the claims register you wish to run
- Step 4: Click on the Run Report button
- Step 6: The Search Results screen will display. Be sure that the radio button for "Claims Register" is selected - Click Next

Query

The CM/ECF Query functions allows you to search for and obtain information about a case ranging from names and addresses of parties to docket reports and calendar information. You must have a PACER account to access case information through Queries, and fees will apply as appropriate.

The Queries option in CM/ECF is composed of screens and prompts which are designed to be user-friendly. Queries has its own section in CM/ECF and all of the available queries functions can be accessed by first clicking on the Queries link in the blue CM/ECF Main Menu Bar. Then, enter the case number or name search clues to pull up information for the case being queried. If there are multiple case matches, you will need to select the correct case before the queries screen will display.

Click on the **Query** hyperlink on the blue CM/ECF Main Menu Bar.

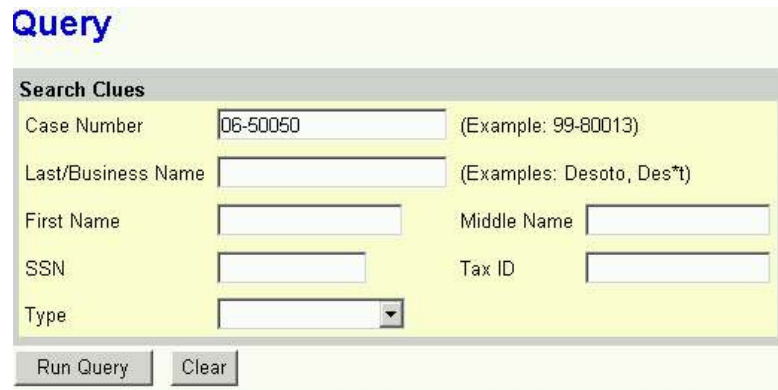


The PACER login screen will appear.

A screenshot of the PACER login screen. It has a title "Authentication" in bold. Below it are three input fields: "Login:" with the text "ja" entered, "Password:" with masked characters "*****", and "Client code:" which is empty. Below these fields is a checkbox labeled "Make this my default PACER login" which is checked. At the bottom are two buttons: "Login" and "Reset".

You will be asked to enter your PACER login and password to view case information if you are not already logged into PACER.

The QUERY screen will appear.



The screenshot shows a web interface titled "Query" in blue text. Below the title is a section labeled "Search Clues" with a light yellow background. This section contains several input fields: "Case Number" with the value "06-50050" and a hint "(Example: 99-80013)"; "Last/Business Name" with a hint "(Examples: Desoto, Des*t)"; "First Name" and "Middle Name" fields; "SSN" and "Tax ID" fields; and a "Type" dropdown menu. At the bottom of the "Search Clues" section are two buttons: "Run Query" and "Clear".

Enter search clues.

Click on [Run Query] button.

Note that the following screens you see will be very similar in appearance to the CM/ECF screens.

Finding a Case Number/Case Information with Debtor's Last Name

Step 1: Click on the Query option on the blue CM/ECF Main Menu

Step 2: Type in Debtor's/Party's Last Name

Step 3: Click on Run Query button

Step 4: Select the appropriate party from the list of parties provided

This will give you the Query Screen specific to the case you have selected

NOTE: Options available to you under the QUERY menu may vary depending on user privileges assigned by the Court.

Selecting the Query that best suits your needs:

Alias - Lists all aliases listed for the parties in the case

Associated Cases - All cases related to the selected case will be displayed. By clicking on the case number of any listed related case, the user will be able to view the docket sheet for the related case (adversaries, consolidated case, etc.)

Attorneys - Lists attorney name and address information for each party in the case and also displays the date the attorney appeared in the case and the party's full name and address.

Case Summary - Provides a one screen snap-shot summary of the basic information from the case record, including trustee information, statistical information, case status and the disposition of the case.

Creditors - Provides listing of creditors associated with the case.

Deadlines/Hearings - Allows you to run a listing of all deadlines that have been set in the selected case. The table may list the following information: the name of the deadline, what document number is associated with the deadline, the date the deadline was entered into the computer, the date for which the deadline is/was set and the date satisfied or terminated if applicable.

Docket Report - User will be taken to the Docket Report selection screen and after selecting the appropriate criteria, the docket sheet will display. This is only one way to access the docket report; the report can also be produced by clicking on the case number hyperlink on any screen on which it is displayed.

Filers - Lists all parties in a case who have filed documents. By clicking on a name listed on the screen, the user can see a listing of all documents filed by that party.

History/Documents - Shows the events that were docketed with the “Filed” and “Entered” dates.

Judge - Shows the judge assignments in the case.

Motions Report - Provides a listing of all pending and satisfied motions in the case.

Notice of Bankruptcy Case Filing - Printable document for notification of bankruptcy case filing (proof of filing of the case). It includes the date and the time the case was filed, a list of recipients who received notice electronically and the Court seal.

Party - Provides a listing of all of the parties associated with a case.

Related Transactions - Provides a listing of all docket transactions and the previous/subsequent actions to which they relate. For example, a motion and objection to that motion will be grouped together even if they were filed a month apart because they are related to each other.

Status - Shows the current case status.

Trustee - Shows the trustee assigned to the case along with address and date assigned.